

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, January 27th, 2022, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of December 16th, 2021.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Replacement of Manual Read meters. Status and schedule
 2. Install SCADA & FlexNet antennas. Design and installation schedule.
 3. Canoa Ranch expansion.
 - D. Financial Advisory Committee – Chair, John Green
 1. Review Financials
 - a. December's Operational Statements.
 2. District Financial Reserves
 - a. Status of the unspent Cotonía Well Site loan
 3. Banking and Investment Review
 4. Quarterly Financial Transaction Review
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
3. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical Advisory Committee and Financial Advisory Committee Meetings are scheduled for Tuesday, February 22, 2022, at 9:00AM and 10:00AM respectively.
 - B. Next Board Meeting is scheduled for Thursday, February 24th, 2022, at 9:30AM.
5. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, January 27th, 2022**

Board Directors Present:	Eric Sullwold	Robert (Bob) Hedden
	Darlene (Dar) Hollingsworth	John Green
	Patricia (Pat) Carlstad	George (Dr.) Orndorff
	Joseph (Hart) Krumrine	

Board Directors Absent:

District Staff Present:	Dara Duffy	Lora Burruel
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Public Present:

Clerk of the Board:	Luis Rodriguez
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1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:30AM by Chair, Eric Sullwold
Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.
 - A. Approval of December 16th, 2021, Board Meeting Minutes
- Motion to approve the December 16th, 2021, Board Meeting Minutes
Move: Dr George Orndorff Second: Pat Carlstad Approved: 6/0 Abstain: Chair
2. Administrative Information – Chair of the Board, Eric Sullwold. No Report.
3. General Business – Chair of the Board, Eric Sullwold.
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 - a. Reviewed the DM’s Operations Report for December 2021. \$1.23MM in Wells Fargo, \$1.278MM in Alliance, and \$153K in the Cotonia Well Fund. The costs of the SCADA Study have not been reimbursed to the District because it has not reached \$50K. Revenue is up 1.8% while expenses are down ~7%.
 2. Current Capital Budget: Reviewed the District’s FY Capital Budget. The Capital Budget Report has returned to its previous format which allows for a comparison between the Current Capital Budget and the Approved Capital Budget. Currently working on replacing the manual read meters. The DM explained each line item of expenses. Hart raised the question of the costs of providing back-up power for the SCADA and FlexNet system.
 3. Task List. No Comments.
 - B. Technical Advisory Committee – Chair, Bob Hedden.
 1. Replacement of Manual Read meters. Status and schedule. The District is going to make every effort to complete the project in the current FY. The completion of the project hinges upon the availability of MXUs.
 2. Install SCADA & FlexNet antennas. Design and installation schedule. The two original bids received were not compatible with each other. Riley Engineering was asked to develop the cost for designing the tower foundations. Riley came back with a proposal to design and manage the installation of the towers. The DM has instead selected Power Product Services (PPS) to accomplish the design, permitting and installation of the three (3) antennas. PPS has indicated they are prepared to start the installation by the end of Q1, 2022. The Technical Committee will receive their drawings for review prior to submission to Pima County. Bob is concerned that PPS will not meet their Q1, 2022 date with the County being understaffed and the likelihood they will reject the first submittal for permitting.

3. Canoa Ranch expansion. No new data received by the District. The DM will contact WLB or Fairfield to verify if their new plat will maintain the current commercial area. Any changes will impact the design of the District's booster station requirements.

C. Financial Advisory Committee – Chair, John Green

1. Review Financials

- a. December's Operational Statements. The new financial statements were explained and discussed.
 - b. District Financial Reserves. The Capital Budget report was explained and discussed in detail. The impact of completing the meter replacement and SCADA projects by the end of FY will likely place the District over budget. However, the Reserve funds will be available if required.
 - c. Status of the unspent Cotonia Well Site loan. These funds will be used for the SCADA project. The remaining costs will be supplied by the Capital budget.
2. Banking and Investment Review. The District's banking relationships are being worked on. The goal is to consolidate and reduce our banking costs and improve our investment income.
 3. Quarterly Financial Transaction Review. No progress has been made due to multiple time constraints on the Directors and District staff. The goal is to complete all four (4) Quarters prior to the audit in July.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.

4. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical and Financial Advisory Committee Meetings are scheduled for Tuesday, February 22nd, 2022, at 9:00AM and 10:00AM respectively.

B. The next Board of Directors Meeting is scheduled for Thursday, February 24th, 2022, at 9:30AM.

6. Adjournment

- Motion to adjourn the meeting.

Move: Bob Hedden

Second: Dar Hollingsworth

Approved: 6/0

Abstain: Chair

The meeting was adjourned at 10:02AM.

Minutes approved on February 24th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

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at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of January 27th, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Replacement of Manual Read meters
 2. Purchase and Install of SCADA & FlexNet antennas
 3. Update on Canoa Ranch expansion
 4. Riley Engineering status for Camino Del Sol Booster station up-grade and System evaluation north of Calle Tres
 - D. Financial Advisory Committee – Chair, John Green
 1. Review Financials
 - a. January 2022 Operational Statements.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Administrative – Chair of the Board. 2022 Director Elections.
Four (4) year terms are due for Hart, Dr. George, John, and Eric.
 - G. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical Advisory Committee meeting is scheduled for Monday, March 21st, 2022, at 8:00AM with the Financial Advisory Committee Meeting immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. Next Board Meeting is scheduled for Thursday, March 24th, 2022, at 9:30AM.
5. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, February 24th, 2022**

Board Directors Present:	Eric Sullwold	Robert (Bob) Hedden
	Darlene (Dar) Hollingsworth	John Green
	Patricia (Pat) Carlstad	George (Dr.) Orndorff
	Joseph (Hart) Krumrine	

Board Directors Absent:

District Staff Present: Dara Duffy

Public Present:

Clerk of the Board: Luis Rodriguez

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:30AM by Chair, Eric Sullwold
Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.
 - A. Approval of January 27th, 2022, Board Meeting Minutes
- Motion to approve the January 27th, 2022, Board Meeting Minutes
Move: George Orndorff Second: Dar Hollingsworth Approved:6/0 Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold.
 - A. Administrative Information – Chair of the Board, Eric Sullwold. No Report.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report. YTD Revenue is 3.8% above budget while Operating Expenses are 7.2% below. The District is currently 3.69% above Budget. Waterworth’s representative Calvin presented two (2) Financial Models to the Financial Advisory Committee to demonstrate the software’s capabilities.
 2. Current Capital Budget: Reviewed the District’s FY Capital Budget.
No changes to the Budget because no equipment has been delivered. The latest delivery date for one of the fields’ service trucks is June 2022. The DM will provide a list for the Meter Change Out program and the Antenna installations for the multiyear projects as agreed upon by the Financial Advisory Committee. Both SCADA antennas have been received. The towers and the SCADA antennas should be installed this Fiscal Year.
 3. Task List.
DM attended a Zoom meeting with the Board Chair, Technical Committee Chair, and Water Attorney from Fennemore to discuss CAP Long Term Storage Credits. Water Attorney requested a Letter of Engagement which was developed, signed, and sent to Fennemore. The DM met with the Personnel Advisory Committee to discuss the Salary Survey and will meet again March 15th to review salary adjustments.
The question was raised regarding the DM’s Task, “Develop Asset Management Plan.” A discussion pursued on the content, purpose, and goals of the Task. The Board agreed to address this topic once the Riley Engineering reports are complete and the District can fully utilize the Waterworth software.
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Replacement of Manual Read meters. The update was provided by the DM in the Current Capital Budget Report (3.A.2).
 2. Purchase and Install of SCADA & FlexNet antennas. The project appears to be on track for completion by the end of this Fiscal Year. The only potential for delay may be permitting from Pima County.
 3. Update on Canoa Ranch expansion. Fairfield Homes has provided the DM with their plan. The DM has provided Fairfield the Will to Serve Letter. Fairfield’s goal is to

acquire their permit by the end of this Fiscal Year; at which time we can discuss their plan to install the infrastructure. The DM will have the developer provide their project timeline.

4. Riley Engineering status for Camino Del Sol Booster station up-grade and System evaluation north of the Escondido Wash. The DM confirmed the District is expecting two (2) proposals from Riley: 1). The Booster Station design/upgrade. 2). The evaluation of the existing infrastructure model north of the Escondido Wash. Riley's possible upgrades to the Modeling project will encompass the entire District's infrastructure. A possible third proposal to Riley may be required to evaluate Block 5 (south of the Escondido Wash). The third proposal would help determine the best design or upgrade for the Booster Station. A question was raised regarding moving the costs associated with the design of the expansion back to Westland Resources and/or Fairfield Homes.

D. Financial Advisory Committee – Chair, John Green

1. Review Financials

a. January's Operational Statements.

Pumped seven (7) million gallons less water than January 2021. The current YTD revenue position is \$57K above Budget. Cashflow has increased to \$372K. John, Dar, Dara, and Lora will meet to address Reserve Policies and Rates. They will address financial policies and potential rate increases to address funding requirements for future projects. The Board was reminded of the upcoming Quarterly Financial Review meeting and requested one or two Directors to sign-up. The goal is to have all Directors familiar with the process.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.

F. Administrative – Chair of the Board. 2022 Director Elections.

Four (4) year terms are due for Hart Krumrine, Dr. George Orndorff, John Green, and Eric Sullwold. The aforementioned Directors were asked to notify the Clerk no later than March 24th with their decision. All four (4) Directors immediately said yes. The Clerk will provide packets with instructions and required forms at the next Board meeting on March 24th.

4. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical Advisory Committee and Financial Advisory Committee Meetings are scheduled for Monday, March 21st, 2022. The Technical Advisory Committee Meeting starts at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.

B. The next Board of Directors Meeting is scheduled for Thursday, March 24, 2022, at 9:30AM.

6. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 6/0 Abstain: Chair

The meeting was adjourned at 10:48AM.

Minutes approved on March 24th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

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The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of February 24th, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Manual Read Meters Project – Update
 2. SCADA – FlexNet Antenna Project – Update
 3. Canoa Ranch Expansion – Update
 4. Riley Engineering Proposals
 - a. Up-grade Camino del Sol Booster station
 - b. Review/up-date Infrastructure model – GVWD Franchise area north of Escondido Wash
 - D. Financial Advisory Committee – Chair, John Green
 1. Review February 2022 Financials
 2. Proposed 2022-2023 Fiscal Year Budget
 3. Reserve / Capital Policies
 - Discussion and possible motion to approve the Reserve & Capital Budget Policies
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Administrative – Chair of the Board. 2022 Director Elections.
Provide 2022 election packets and instructions to Directors Hart Krumrine, Dr. George Orndorff, John Green, and Eric Sullwold.
 - G. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical Advisory Committee meeting is scheduled for Monday, April 25th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. Next Board Meeting is scheduled for Thursday, April 28th, 2022, at 9:30AM.

4. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), discussion of Personnel matters. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
5. Reconvene the regular Board of Directors session.
- Discussion and possible motion to address personnel policies.
6. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, March 24th, 2022**

Board Directors Present:	Eric Sullwold Darlene (Dar) Hollingsworth Patricia (Pat) Carlstad	Robert (Bob) Hedden John Green George (Dr.) Orndorff
Board Directors Absent:	Joseph (Hart) Krumrine	
District Staff Present:	Dara Duffy	
Public Present:		
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:31AM by Chair, Eric Sullwold
Roll call was taken. Six (6) Board members were present; therefore, a quorum was announced.
 - A. Approval of February 22nd, 2022, Board Meeting Minutes
- Motion to approve the February 22nd, 2022, Board Meeting Minutes
Move: George Orndorff Second: John Green Approved:5/0 Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold.
 - A. Administrative Information – Chair of the Board, Eric Sullwold. No Report.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report. YTD Revenue is 3.7% above budget while Operating Expenses are 8.1% below budget.
The Wells Fargo account is at \$1.261M which includes the Reserve Funds, and the Alliance account is at \$1.352M which includes the Well Fund. These figures are as of February 28th which was prior the banking consolidation.
 2. Current Capital Budget: Reviewed the District’s Fiscal Year Capital Budget. MXU costs are at \$82,956 and Towers costs are \$33,095. The MXU shipments continue to trickle in.
 3. Task List. The DM attended the quarterly Pima County Drought Impact meeting which indicates the District will experience a warmer, dryer spring season than hoped for, however we will be in a better position than this time last year. The DM, Technical Committee Chair and Board of Directors Chair attended a meeting with WLB. They feel that construction will begin in late 2022 or early 2023. The construction timeframe partially hinges upon the County’s installation of the sewer line east of the Frontage road. WLB also agreed to install tie-ins at the roundabout and the furthest south with Phase I. The additional three (3) tie-ins will be installed prior to Phase III. Phase timeframes are unclear. The banking consolidation is in work with an estimated completion timeframe on end of April. The cost for the Arsenic Media change-out and gravel bed replacement for three (3) of the vessels has increased but still remains within Budget.
 4. Technical Advisory Committee – Chair, Bob Hedden.
 1. Manual Read Meters Project - Update. New MXU meters are arriving at a very slow rate. See the DM’s Current Capital Budget report (2.B.2) for additional details.
 2. SCADA - FlexNet Antenna Project - Update. All SCADA and FlexNet antennas have arrived at Headquarters. Awaiting the delivery of the poles. Contractor for the pole foundations has not completed the design drawings. They are awaiting soil compaction information. Once the drawings are reviewed by GVWD and the Technical Committee, the Contractor will submit the drawings to the County for permitting. Estimated antenna installation timeframe is early summer followed by calibration of the systems. The timeframes hinge on the availability of materials and manpower.

3. Canoa Ranch Expansion - Update. Part of Fairfield's phase one (1) expansion should include Hook-up Fees for approximately ten (10) homes in FY 2023. As part of Phase one (1) the Developer must have three (3) water lines installed that can be used in the future to provide water south of the Escondido Wash. Phase 1 will require major demolition and reconstruction because the Developer's proposed plat is different from the original plat.
4. Riley Engineering Proposals.
 - a. Upgrade Camino Del Sol Booster station. The Chair and DM met with Riley Engineering to review the proposals for the Booster station upgrade and the Hydrology Study. The DM has an additional meeting with Riley scheduled for later today, March 24th.
 - b. Review/update Infrastructure model – GVWD Franchise area north of Escondido Wash. See the Technical Committee's Upgrade Camino Del Sol Booster station report (1.C.4.a) for details.
- D. Financial Advisory Committee – Chair, John Green
 1. Review February Financials. The District continues to maintain a strong financial position. This favorable cost variance should go away with the upcoming arsenic media change-out.
 2. Proposed 2022-2023 Fiscal Year Budget. The initial proposed Budget was presented in the Cash Flow Budget model. The final version of the proposed Budget will be repositioned into the new Income Statement model. The District has reached out to other DWIDs to gather data on their investment policies. The Chair plans to receive approval at the May 2022 Board Meeting.
 3. Capital Budget and Reserve Policy. A Capital Budget and Reserve policy was presented. The Chair will review discussion comments and provide a revised draft to the Board at the April meeting.
- E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
- F. Administrative – Chair of the Board. 2022 Director Elections. Directors Hart Krumrine, Dr. George Orndorff, John Green, and Eric Sullwold have agreed to continue as Board members for the next four (4) year term; 2022 to 2026. The Clerk provided the aforementioned Directors with an election packet of instructions and required forms. If contested, the elections will occur as part of the Pima County's General Election on November 8th, 2022.
5. Call to the Public – Chair, Eric Sullwold – No comments. Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
6. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical Advisory Committee is scheduled for Monday, April 25th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, April 28th, 2022, at 9:30AM.
7. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), discussion of Personnel matters. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to convene an Executive Session for discussion of Personnel matters.
Move: Dar Hollingsworth Second: George Orndorff Approved: 5/0 Abstain: Chair
8. The Board entered Executive Session at 10:19AM and reconvened the Regular Session at 12:01PM.
9. Adjournment
- Motion to adjourn the meeting.
Move: Dar Hollingsworth Second: George Orndorff Approved: 5/0 Abstain: Chair

The meeting was adjourned at 12:03PM.

Minutes approved April 28th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
EMERGENCY MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

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The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
2. Motion to enter Executive Session.
3. Executive Session - Pursuant to A.R.S. §38-431.03(C), discussions are exempt by law from public inspection. Information from the Executive Session is to remain confidential.
4. Reconvene the Board of Directors Special meeting.
5. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
EMERGENCY MEETING MINUTES
Thursday, April 21st, 2022**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad John Green Darlene (Dar) Hollingsworth	Robert (Bob) Hedden George (Dr.) Orndorff Joseph (Hart) Krumrine
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Board Directors Absent:	None
District Staff Present:	Dara Duffy
Public Present:	None
Clerk of the Board:	Luis Rodriguez

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:00AM by Chair, Eric Sullwold
Roll call was taken. All seven (7) Board members were present; therefore, a quorum was announced.
- Motion to: Enter Executive Session to discuss District personnel matters.
Move: Hart Krumrine Second: Dr. George Approved: 6/0 Abstain: Chair
2. Executive Session – The Chair reminded everyone of the restricted nature of Executive sessions and that confidentiality requirements apply pursuant to A.R.S. §38-431.03(c).
3. The Board entered Executive Session at 9:01AM and reconvened the Regular Session at 10:29AM.
4. Adjournment
- Motion to Adjourn the meeting.
Move: Pat Carlstad Second: Hart Krumrine Approved: 6/0 Abstain: Vice Chair.

The meeting was adjourned at 10:31AM.

Minutes approved April 28th, 2022.

Green Valley Domestic Water Improvement District

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BOARD OF DIRECTORS
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The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
 - Motion to approve the Board Meeting Minutes of March 24th, 2022.
 - Motion to approve the Board Executive Session Minutes of March 24th, 2022.
 - Motion to approve the Board Special Meeting Minutes of April 21st, 2022.
 - Motion to approve the Board Executive Session Minutes of April 21st, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Riley Engineering Contract to validate GVWD’s Infrastructure and Hydrology model.
 2. SCADA – FlexNet Antenna Project – Update
 - D. Financial Advisory Committee – Chair, John Green
 1. Review March 2022 Financials
 2. Proposed 2022-2023 Fiscal Year Budget
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, May 23rd, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. Next Board Meeting is scheduled for Thursday, May 26th, 2022, at 9:30AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, April 28th, 2022**

Board Directors Present:	Eric Sullwold Darlene (Dar) Hollingsworth Patricia (Pat) Carlstad Joseph (Hart) Krumrine (departed at 9:47AM)	Robert (Bob) Hedden John Green George (Dr.) Orndorff
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Board Directors Absent:

<u>District Staff Present:</u>	Dara Duffy	Lora Burruel
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Public Present:

<u>Clerk of the Board:</u>	Luis Rodriguez
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1. Call to Order and Roll Call – Chair, Eric Sullwold

The meeting was called to order at 9:30AM by Chair, Eric Sullwold

Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.

- Motion to approve the Board Meeting Minutes of March 24th, 2022.

Move: George Orndorff	Second: Dar Hollingsworth	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Executive Session Minutes of March 24th, 2022.

Move: John Green	Second: George Orndorff	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Special Meeting Minutes of April 21st, 2022.

Move: John Green	Second: Dar Hollingsworth	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Executive Session Minutes of April 21st, 2022.

Move: Dar Hollingsworth	Second: George Orndorff	Approved: 6/0	Abstain: Chair
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2. General Business – Chair of the Board, Eric Sullwold.

A. Administrative Information – Chair of the Board, Eric Sullwold. The Chair distributed a copy of the Board’s Communication Policy to all Board Members and District staff.

B. Operations Report – District Manager, Dara Duffy

1. Monthly Operations Report.

The Wells Fargo balance is \$1.261MM. These funds will be invested in the future.

Alliance account balance is \$1.352MM which includes the remainder of the well fund.

Year-to-Date Budgeted Revenues are at 3.7% while Expenses are at -8.1%.

Revisions submitted by the Technical Committee Chair and DM have been incorporated into the tower site plan drawings. Year-to-date expenditures; \$89,342 has been spent on meters and MXUs and \$33,094 for the towers. \$1,735 has been spent from the well fund for the SCADA study and antennas. The DM will continue developing the District’s Asset Management Plan.

2. Current Capital Budget: Reviewed the District’s Fiscal Year Capital Budget. The planned capital spending for the current year is \$409K. The projected capital plans for 2023 and 2024 includes \$381K and \$330K, respectively, for completing the MXU projects. The assumption is the FlexNet, and SCADA projects will be completed during the current fiscal year.

3. Task List.

A. CPAs Terry Cogan and Joseph Lessard have verified the use of company vehicles as nontaxable to District employees. The DM will have the staff sign an acknowledgement form for utilizing company vehicles for District business only. This policy already exists in the District’s Policy Manual.

B. Since the District is a government agency, the SCADA and FlexNet antenna installations do not require County building permits. The County requires inspections only. PPS has been tasked with verifying the County’s requirements

and to notify the DM if this will insure the project completion during the current fiscal year.

C. The procedure for salary surveys was agreed on by the Board. The DM will create a policy manual to document the methodology of annual salary reviews for future reference.

D. The Riley Engineering contract is being reviewed by the Board Chair. The project is scheduled to begin July 1st, 2022. A draft report will be provided in mid-September, with the final report submitted by October 15th, 2022. Within the report, Riley will provide a prioritized list of issues to be addressed, which will be incorporated in the upcoming five (5) year capital budget. The Technical Committee will begin reviewing the formalized report during its October 2022 meeting to develop a prioritized list of issues which need to be addressed. The resulting plan will be presented to the Board in early 2023. This will allow the Board and the District to establish capital requirements for upcoming fiscal year budgets.

4. Technical Advisory Committee – Chair, Bob Hedden.

A. Riley Engineering Proposals. See the District Manager’s Task List report 2.B.3.D.

B. SCADA - FlexNet Antenna Project – Update. See the District Manager’s Task List report 2.B.3.B.

D. Financial Advisory Committee – Chair, John Green

1. Review March Financials. There is a \$164K positive surplus year-to-date. The surplus will be reduced upon receipt of the arsenic media change-out invoice.

The Quarterly review process has yet to be implemented. The Finance Committee Chair will provide a list of proposed dates to the Board and Advisors to volunteer.

2. Proposed 2022-2023 Fiscal Year Budget. The final version of the preliminary budget was discussed by the Board. The proposal includes a 3% rate increase to address multiple factors including inflation, salaries, and new regulatory requirements. Final approval will be voted on at the May Board meeting. The Capital Budget discussion centered on the possibility of a portion of the current fiscal year costs being assigned to the 2023-2024 budget. The timeframe will be driven by the availability of equipment.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.

5. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

6. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical Advisory Committee is scheduled for Monday, May 23rd, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.

B. The next Board of Directors Meeting is scheduled for Thursday, May 26th, 2022, at 9:30AM.

7. Adjournment

• Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: George Orndorff Approved: 5/0 Abstain: Chair

The meeting was adjourned at 10:03AM.

Minutes approved on May 26th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, May 26th, 2022, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of April 28th, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 1. Global Water and La Quinta Water upgrades
 2. City of Tucson CAP water update
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. SCADA – FlexNet Antenna Project – Update
 - D. Financial Advisory Committee – Chair, John Green
 1. Review April 2022 Financials
 2. Review the proposed 2022-2023 fiscal year budget
- Discussion and possible motion to: adopt the 2022-2023 fiscal year budget
- E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
- F. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, June 20th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. The next Public Hearing is scheduled for Thursday, June 23rd, 2022, at 9:00AM.
 - C. The next Board of Directors Meeting is scheduled for Thursday, June 23rd, 2022, at 9:30AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, May 26th, 2022**

Board Directors Present:	Eric Sullwold	Robert (Bob) Hedden
	Darlene (Dar) Hollingsworth	John Green
	Patricia (Pat) Carlstad	George (Dr.) Orndorff
	Joseph (Hart) Krumrine	

Board Directors Absent:

District Staff Present:	Dara Duffy	Lora Burruel
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Public Present:

Clerk of the Board:	Luis Rodriguez
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1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:31AM by Chair, Eric Sullwold
Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.
- Motion to approve the Board Meeting Minutes of April 28th, 2022.
Move: - Hart Krumrine Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold.
 - A. Administrative Information – Chair of the Board, Eric Sullwold.
 1. Global Water Resources and Las Quintas Serenas. The company has publicized their project to upgrade to smart meters similar to the District's. The project will require approval by the ACC.
 2. City of Tucson CAP water update. The City of Tucson is negotiating with CAP to decrease their allotment of CAP water with the goal of helping to conserve water in Lake Mead. A discussion pursued which noted the District has been using the same practice for many years. It was also noted that the water allocated to Lake Mead from Lake Powell is being reduced in order ensure Lake Powell can continue to generate electricity.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report.
 - a. The Wells Fargo balance is \$1,306,611. This still includes \$1,195,350 which is the balance of the reserve funds. These funds will be invested in the future. Alliance account balance is \$1,331,778 plus the well fund \$153,729. The remainder of the well fund will be spent this year on the FlexNet and SCADA installation. Year-to-Date Budgeted Revenues are 3.7% above while Expenses are -9.7% below.
 - b. Year-to-date expenditures; \$123,267 has been spent on meters and MXUs, \$61,820 on the Sensus base stations, and \$33,125 for the towers. ADEQ will conduct one of the required tri-annual inspection June 01, 2022.
 - c. See the District Manager's May OME Report for additional details.
 2. Current Capital Budget: Reviewed the District's Fiscal Year Capital Budget.
 - a. The planned capital spending for the current year is \$377K. The projected capital plans for 2023 and 2024 includes \$42,505 and \$15,351, respectively, for completing the MXU projects scheduled in the current fiscal year. The assumption is the FlexNet, and SCADA projects will be completed in the current fiscal year.
 - b. See the District Manager's April Financials Report for additional details.
 3. Monthly Task List.
 - a. Additional MXUs and meters have arrived.
 - i. District staff are preparing for the upcoming ADEQ inspection.

- ii. The DM will provide a State of the District report during the June 23rd Board Meeting. The Board discussed the possibility of highlighting the District's high level of service, including current water conservation efforts, in order to maintain a positive image with customers. A suggestion was made to provide the Board members with a list of talking points to highlight the District's improvements. The list would be provided solely to Board members to provide identical responses to the public. However, it was agreed upon that all questions from the public will be directed to the DM.
 - iii. The staff is currently conducting Valve, Hydrant and Flush-out inspections. These inspections divide the District into 4 sections, with a one quarter of the District addressed each year.
 - b. The quarterly financial review process has yet to be implemented. This was the recommendation of the 2021-2022 financial audit.
 - c. See the District Manager's May Task List Report for additional details.
- C. Technical Advisory Committee – Chair, Bob Hedden.
 - 1. SCADA - FlexNet Antenna Project – Update. Concern was raised regarding the slump (the consistency of fresh concrete before it sets) of the antenna foundation. The Chair recommends the District monitor the slump to ensure it remains per design.
- D. Financial Advisory Committee – Chair, John Green
 - 1. Review April Financials.
 - a. The District projects on strong fiscal year-end financial position.
 - 2. Proposed 2022-2023 Fiscal Year Budget. The committee presented their 2022-2023 budget to the Board for approval.
- Motion to adopt the proposed 2022-2023 fiscal year budget.
 Move: - Pat Carlstad Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
- 3. Call to the Public – Chair, Eric Sullwold – No comments.
 Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
- 4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical Advisory Committee Meeting is scheduled for Monday, June 20th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. A Public Hearing on the proposed 2022–2027 Rates and User Fees is scheduled for Thursday, June 23rd, 2022, at 9:00AM. The next Board of Directors Meeting is also scheduled for Thursday, June 23rd, 2022, at 9:30AM.
- 5. Adjournment
- Motion to adjourn the meeting.
 Move: Hart Krumrine Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
 The meeting was adjourned at 10:39AM.

Minutes approved on June 23rd, 2022.

Green Valley Domestic Water Improvement District

By 
 Luis Rodriguez, Clerk of the Board

By 
 Eric Sullwold, Chair of the Board

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that the Green Valley Domestic Water Improvement District will hold a Board of Directors meeting which is open to the public on:

**Thursday, June 23rd, 2022, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting via Zoom, please email the District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
 - Motion to approve the Board Meeting Minutes of May 26th, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 1. Suspension of regularly scheduled July and August Board of Directors Meetings
 - Discussion and possible motion to: Suspend the regularly scheduled Board of Directors Meetings for July and August.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 4. State of the District Report
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. FlexNet - SCADA Antenna project up-date
 2. Riley Engineering contract up-date
 - D. Financial Advisory Committee – Chair, John Green
 1. Review May 2022 Financials
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a future Board meeting. If you wish to comment on any agenda item, please complete and submit a speaker card. Speaker cards are available from the Clerk of the Board.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, September 19th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, September 22nd, 2022, at 9:00AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, June 23rd, 2022**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Joseph (Hart) Krumrine	Robert (Bob) Hedden John Green via video
Board Directors Absent:	George (Dr.) Orndorff	Darlene (Dar) Hollingsworth
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:		
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:31AM by Chair, Eric Sullwold
Roll call was taken. Five (5) Board members were present; therefore, a quorum was announced.
- Motion to approve the Board Meeting Minutes of May 26th, 2022.
Move: Pat Carlstad Second: Bob Hedden Approved: 4/0 Abstain: Chair
1. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 1. Motion to suspend the regularly scheduled July and August 2022 Board Meetings.
Move: Pat Carlstad Second: John Green Approved: 4/0 Abstain: Chair
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report.
 - a. Meter change outs have stopped. Additional meters and single MXUs are expected in July.
 - b. SCADA/FlexNet tower project update. All three (3) tower installations are complete. SCADA antennas are functional and signal strength is extremely strong. New radios are scheduled to be installed Fall 2022. The meter reading software installation and training will be accomplished this summer.
 - c. Riley Engineering contract update. The Technical Committee Chair and DM had an online meeting with Riley on June 16th to review expectations. A site visit was conducted. Additional data was requested by Riley has been delivered.
 2. Current Capital Budget.
 - a. Bank Balances: Wells Fargo is \$1,298,041. Alliance is \$1,223,802. The well fund of \$153,729 will be depleted by the end of June 2022.
 - b. Year-to-Date Revenues are at 4.9% above and Expenses are 8.8% below.
 - c. FlexNet project expenditures: \$123,267 on meters and MXUs, \$61,820 on the Sensus base stations, and \$33,125 for the towers. \$57,853 of the current Capital Budget will be moved to the 2022-2023 Capital Budget.
 - d. From the well fund, we have spent \$1,735 for the SCADA study and antennas, the remaining \$151,836 will be spent on the tower installation to be completed by mid-June. The 2022-2023 Capital Budget and Reserve Allocation report was reviewed and provides clearer project details and better transparency for the Board.
 3. Monthly Task List.
 - a. Annual staff evaluations are complete. Supervisor evaluations are scheduled for the week of June 27th.
 - b. ADEQ System Sanitary Survey update. Photos of the completed corrections have been emailed to inspector. Survey is complete.
 4. 2022 State of the District Report. This is the first State of the District report to the Board.
 - a. Triannual ADEQ inspection revealed no deficiencies.

- b. Agency reports. Reports were submitted on-time. However, the Environmental Protection Agency's (EPA) new auto-fill system for the did not work as advertised. Therefore, the District was flagged as submitting a late report.
 - c. Line breaks. No main line breaks occurred this FY.
 - d. Antenna installations are complete. Meter deliveries are still the concern.
 - a. See the State of the District Report for additional details.
 - e. The State of the District Report will be provided at every June Board Meeting and posted on the District's website.
- C. Technical Advisory Committee – Chair, Bob Hedden.
 - 1. FlexNet - SCADA Antenna project up-date. See the Monthly Operations Report 1.B.1 (above).
 - 2. Riley Engineering contract up-date. See the Monthly Operations Report 1.B.1 (above).
- D. Financial Advisory Committee – Chair, John Green
 - 1. Review May 2022 Financials. The District Budget continues to remain favorable variances with Expenses and Income.
 - 2. Wells Fargo has begun processing the paperwork to begin sweeping of the District's monies. Funds from Alliance will be transferred to Wells Fargo to take advantage of this process. The District should be ready to begin sweeping Q1 of FY 2022-2023.
- E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
- F. Call to the Public – Chair, Eric Sullwold. No comments.
- 3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, September 19th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, September 22nd, 2022, at 9:00AM.
- 4. Adjournment
- Motion to adjourn the meeting.
 Move: Pat Carlstad Second: John Green Approved: 4/0 Abstain: Chair
 The meeting was adjourned at 10:09AM.

Minutes approved September 22nd, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that the Green Valley Domestic Water Improvement District will hold a Board of Directors meeting which is open to the public on:

**Thursday, September 22nd, 2022, at 9:00am
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting via Zoom, please email the District at office@gvwaterdistrict.com to request a meeting invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
 - Motion to approve the Board Meeting Minutes of June 23rd, 2022.
 - Motion to approve the Public Hearing Minutes of June 23rd, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 1. Discussion on the Catonia Wellsite antenna
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report for June, July, and August
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Riley Engineering contract up-date
 2. FlexNet - SCADA Antenna project up-date
 - D. Financial Advisory Committee – Chair, John Green
 1. Review June 2022 Financials
 2. Update on 2021-2022 Financial Audit
 3. Review of July and August 2022 Financials
 4. Investment Policy / State of Arizona Treasury Pool
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a future Board meeting. If you wish to comment on any agenda item, please complete and submit a speaker card. Speaker cards are available from the Clerk of the Board.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Update on the Board of Director Elections
 - B. The next Technical Advisory Committee meeting is scheduled for Monday, October 24th, 2022, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
 - C. The next Board of Directors Meeting is scheduled for Thursday, October 27th, 2022, at 9:00AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

Posted 09/19/22 @ 11:30am

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, September 22nd, 2022**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Robert (Bob) Hedden	Darlene (Dar) Hollingsworth John Green
Board Directors Absent:	George (Dr.) Orndorff	Joseph (Hart) Krumrine
District Staff Present:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
Public Present:	Steven Ball Kent Blumenthal Jon Powell Gary Zarlow Dennis Gallagher Charles Trapani Alan Gishi Don Petersen Bill Eggers Emil Kucera	Dennis Hjerpe Ann Ball Mary Powell Norma Zarlow Diane McClenathan Melvin Cook Myra Gishi Kathy Forslund Craig Hardy

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:00AM by Chair, Eric Sullwold
Roll call was taken. Five (5) Board members were present; therefore, a quorum was announced.
- Motion to approve the Board Meeting Minutes of June 23rd, 2022.
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 4/0 Abstain: Chair
- Motion to approve the Public Hearing Minutes of June 23rd, 2022.
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 4/0 Abstain: Chair
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 1. Discussion on the Cotonia Wellsite antenna. Mr. Steven Ball requested that the subject be included on the agenda. The Board and District staff met with residents of the Alamos (subdivision directly north of the pole antenna) regarding the installation and location of the Catonia Wellsite antenna. The purpose of the antenna is to monitor the District’s infrastructure via SCADA, and to provide for future automated meter reading (FlexNet). The discussion covered various aspects including compliance requirements, aesthetics, dissemination of information, District operational requirements, and possible alternative options to the 100-foot antenna. The Technical Committee Chair has agreed to meet with residents at the next Technical Committee meeting scheduled for October 24th, at 8:00AM. The goal will be to explore proposals presented by the residents to help identify the possibility of a viable option to the existing system.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Reports for June, July, and August 2022
 - a. A few additional MXUs have arrived and are currently being installed.
 2. Current Operations Budget.
 - a. August Bank Balances: The Wells Fargo balance is \$1,243,735 which includes the remaining reserve funds of \$1,236,150. The reserve funds will be invested in the future. The Alliance balance is \$1,291,965 which includes the reimbursement from the well fund.

- b. Year-to-Date Budget. Revenues are 12.6% above and Expenses are 16.8% below.
 - c. The DM's 2013 Pilot has been replaced by a 2022 Toyota RAV4 (purchase price \$34,418). The Pilot was sold for the trade-in value of \$9,000, for a net cost of \$25,418.
 - d. The good monsoon season is impacting our golf course revenues but also acting as a natural aquifer recharge.
3. Monthly Update
- a. All completed tasks for FY2021-2022 have been moved to the "Completed 21-22" tab of the DM's Task List spreadsheet.
 - b. Riley Engineering contract update. The hydrant flow tests are complete. The mapping for accurate elevation data is complete. The Riley's presentation of the study is expected in mid-October.
 - c. Consolidation of bank services project is progressing.
 - d. FlexNet and SCADA antenna project update. All three (3) tower installations are complete. SCADA signal strength is much stronger. The FlexNet meter reading software installation and training will be accomplished by the end of Q1 2023.
 - e. Annual Financial Audit update. The audit is nearing completion. The Report is scheduled to be presented at the October 27th Board Meeting.
- C. Technical Advisory Committee – Chair, Bob Hedden.
- 1. Riley Engineering contract up-date. As of the September 12th virtual meeting, the study is approximately 70% complete. Riley plans to present their draft report by Mid-October. The final report will be discussed at either the October or November Technical Committee meeting. The Chair is not expecting any significant infrastructure deficiencies in their report. Their findings will be a major factor in determining the District's future projects.
 - 2. FlexNet update. Meters continue to trickle in. The system is scheduled to come online once the software is installed, and the staff is trained in Q1 2023. This will allow the automated reading of all currently installed FlexNet meters.
 - 3. The Technical Committee will begin discussions with the Alamos residents to explore possible alternative SCADA signal transmission options.
- D. Financial Advisory Committee – Chair, John Green
- 1. Review June 2022 Financials
 - a. The June 30, 2022, financial report (fiscal year end) net income is \$158,778 very favorable to budget. Cash on hand is \$2,466,033 which is a \$110,968 increase from the beginning of the fiscal year. Assets total \$11,975,070 and Capital of \$3,913,949. Capital expenditures for the year were \$563,052 as planned in the capital budget.
 - 2. 2021-2022 Financial Audit Report update.
 - a. Clifton Larson and Allen, the District auditors, reported that the audit went well and was very complimentary of the District staff. They will present the audit report at the October Financial Advisory Committee meeting.
 - b. The audit is likely to recommend the continuation of the quarterly financial review. The Finance Committee Chair recommended a standing committee to accomplish the quarterly reviews. The committee would likely be comprised of the Committee chair, an additional Director, and two (2) or three (3) Advisors.
 - 3. Review July and August 2022 Financials.
 - a. The July and August financial reports were reviewed with both months showing good financial results.
 - 4. Investment Policy / State of Arizona Treasury Pool.
 - a. The Financial Committee presented a proposal to invest in the Arizona State Treasures' Investment Pool 5 (a short-term US Government Investment pool), as explained in the Committee Chair's memo, "Green Valley Water District Investment Policy" dated 9/19/2022. The process will comply ARS Statute §48-17.78. Details of the investment process and requirements will be researched by the Financial Advisory Committee.

- Motion to accept the District’s investments policy with the Arizona State Treasures’ Investment Pool 5, in accordance with ARS Statute §48-17.78
 Move: John Green Second: Dar Hollingsworth Approved: 4/0 Abstain: Chair
 E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 F. Call to the Public – Chair, Eric Sullwold. No comments.
- 3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Board Member Election update
 All four (4) open Director positions were uncontested, and the County has removed the positions from the November General Election Ballot. Therefore Eric Sullwold, Hart Krumrine, John Green, and George Orndorff will be appointed as part of our December 2022 Board meeting.
 - B. The next Technical Advisory Committee meeting is scheduled for Monday, October 24th, 2022, at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.
 - C. The next Board of Directors Meeting is scheduled for Thursday, October 27th, 2022, at 9:00AM.
- 4. Adjournment
- Motion to adjourn the meeting.
 Move: Eric Sullwold Second: Dar Hollingsworth Approved: 4/0 Abstain: Chair
 The meeting was adjourned at 12:01PM

Minutes approved October 27th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that the Green Valley Domestic Water Improvement District will hold a Board of Directors meeting which is open to the public on:

**Thursday, October 27th, 2022, at 9:00am
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting via Zoom, please email the District at office@gvwaterdistrict.com to request a meeting invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of September 22nd, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Update – District Manager, Dara Duffy
 1. Monthly Summary
 2. Current Capital Budget
 3. Assigned Tasks update
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Riley Engineering contract update
 2. FlexNet - SCADA Antenna project update
 3. Block 27S update
 - D. Financial Advisory Committee – Chair, John Green
 1. Review September 2022 Financials
 2. Update on 2021-2022 Financial Audit
 3. State of Arizona Treasury Investment
- Discussion and possible motion to adopt the Resolution authorizing investment in the Arizona State Treasures' Local Government Investment Pool (LGIP) pursuant to ARS Statutes §48-1778.
- E. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a future Board meeting. If you wish to comment on any agenda item, please complete and submit a speaker card. Speaker cards are available from the Clerk of the Board.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, November 14th, 2022, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, November 17th, 2022, at 9:00AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

Posted 10/25/2022 @ 11:30am

By _____
Luis Rodriguez, Clerk of the Board

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

FINAL
GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, October 27th,2022

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Robert (Bob) Hedden Joseph (Hart) Krumrine via video	Darlene (Dar) Hollingsworth John Green George (Dr.) Orndorff
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Board Directors Absent:		
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District Staff Present:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
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Public Present:		
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1. Call to Order and Roll Call – Chair, Eric Sullwold
 The meeting was called to order at 8:00AM by Chair, Eric Sullwold
 Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.
- Motion to approve the Board Meeting Minutes of September 22nd, 2022.
 Move: Dar Hollingsworth Second: George Orndorff Approved: 6/0 Abstain: Chair
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Update – District Manager, Dara Duffy
 1. Monthly Summary
 - a. A water main break occurred on West Calle Casas Lindas. The break occurred Friday evening, September 16th and was repaired within 24 hours. The total water loss was approximately 80,000 gallons.
 - b. Weather Concerns: The well yard received over 5 inches of rainfall from mid-August to mid-September. This caused a decrease in revenue. However, overseeding of the golf courses has occurred therefore next month’s totals should bring revenue back into positive territory for the remainder of the year.
 2. Current Capital Budget
 - a. Bank Balances: The Wells Fargo balance is \$1,263,128 which includes the remaining reserve funds of \$1,236,150. The reserve funds will be invested in the future. The Alliance balance is \$1,289,069.
 - b. Year-to-Date Budget. Revenues are 6.7% below and Expenses are 4.4% below.
 3. Assigned Tasks update
 - a. Riley Engineering Report update. A Zoom meeting was held on October 12th to review the draft Report. Flow readings at the Calle Tres Booster identified a Cla-Val valve which may potentially be constricting flow from the pump. The DM will research the feasibility of rebuilding the valve or eliminating the valve by installing a Soft Start control panel box.
 - b. Arsenic media changeout update. The changeout is complete. The DM is awaiting the vendor’s final invoice. The goal is to provide payment by the end of October.
 - C. Technical Advisory Committee – Chair, Bob Hedden
 1. FlexNet and SCADA antenna project update. The Technical Committee met with residents of the Alamos subdivision regarding the FlexNet pole antenna at the Cotonia Wellsite. The residents have provided potential alternatives to the Technical Committee for consideration. The Committee and District staff are in the process of evaluating the suggestions.

The FlexNet system will go live once the meter reading software is installed and staff training is completed.

2. Riley Engineering contract update. The contract with Riley has two (2) components: to validate the District's current hydrology model, and to identify potential capital projects for developing the 5-year strategic plan. The detailed report does not appear to identify any significant infrastructure deficiencies other than the Calle Tres Booster station requirements.
3. Block 27S Expansion. Preliminary site work has begun for Phase 1 of the build-out. However, actual work cannot be initiated without the County permits and our Line Extension Agreement. WLB has yet to provide the District with firm construction timeframes.

D. Financial Advisory Committee – Chair, John Green

1. Review September 2022 Financials
 - a. Net income is \$34,739. Cash Flow net increase is \$86,414. The Financial Committee will continue to work with the District staff to make the reports more user-friendly.
2. 2021-2022 Financial Audit Report update. Clifton, Larsen, and Allen have rescheduled their presentation of the Audit Report for the November 17th Board meeting. The audit is likely to recommend the continuation of the quarterly financial review. The Finance Committee Chair has identified individuals willing to participate as a standing committee to accomplish the quarterly reviews.
3. State of Arizona Treasury Investment.

- Motion to adopt the Resolution authorizing investment in the Arizona State Treasures' Local Government Investment Pool (LGIP) pursuant to ARS Statutes §48-1778.

Move: Dar Hollingsworth Second: George Orndorff Approved: 6/0 Abstain: Chair

2. Call to the Public – Chair, Eric Sullwold. No comments.

3. Announcements – Luis Rodriguez, Clerk of the Board

A. The next Technical Advisory Committee meeting is scheduled for Monday, November 14th, 2022, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.

B. The next Board of Directors Meeting is scheduled for Thursday, November 17th, 2022, at 9:00AM.

4. Adjournment

- Motion to adjourn the meeting.

Move: Bob Hedden Second: Hart Krumrine Approved: 6/0 Abstain: Chair

The meeting was adjourned at 9:25AM.

Minutes approved November 17th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that the Green Valley Domestic Water Improvement District will hold a Board of Directors meeting which is open to the public on:

**Thursday, November 17th, 2022, at 9:00am
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting via Zoom, please email the District at office@gvwaterdistrict.com to request a meeting invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of October 27th, 2022.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Update – District Manager, Dara Duffy
 1. Monthly Summary
 2. Current Capital Budget
 3. Assigned Tasks
 - C. Technical Advisory Committee – Chair, Bob Hedden.
 1. Block 27S update
 2. Riley Engineering contract update
 3. FlexNet - SCADA Antenna project update
 - D. Financial Advisory Committee – Chair, John Green
 1. Review October 2022 Financials
 2. FY2021-2022 Financial Audit update
 3. State of Arizona Investment Pool update
 - E. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a future Board meeting. If you wish to comment on any agenda item, please complete and submit a speaker card. Speaker cards are available from the Clerk of the Board.
3. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, December 12th, 2022, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, December 15th, 2022, at 9:00AM.
4. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

Posted 11/15/2022 @ 9:00am

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, November 17th, 2022**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Robert (Bob) Hedden	Darlene (Dar) Hollingsworth John Green Joseph (Hart) Krumrine
Directors Absent:	George (Dr.) Orndorff	
District Staff Present:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
Public Present:	Steven Ball	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:02AM by Chair, Eric Sullwold
Roll call was taken. Six (6) Board members were present; therefore, a quorum was announced.
- Motion to approve the Board Meeting Minutes of October 27th, 2022.
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 5/0 Abstain: Chair
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Update – District Manager, Dara Duffy
 1. Monthly Operations Summary
 - a. A water main break occurred along Pinetop Drive on a Saturday and was repaired within 24 hours. The total water loss was approximately 150,000 gallons. The pavement was repaired the following Wednesday.
 - b. Weather Concerns: The well yard received 3.3 inches of rainfall from mid-September to mid-October. This caused a decrease in revenue and water consumption, despite the overseeding of the golf courses. Residential consumption is also down.
 2. Current Capital Budget
 - a. Bank Balances: The Wells Fargo balance is \$1,263,501 which includes the remaining reserve funds of \$1,236,150. The reserve funds will be invested in the future. The Alliance balance is \$1,080,067.
 - b. Year-to-Date Budget. Revenues are 6.58% below and Expenses are 7.99% below budget.
 3. Assigned Tasks update
 - a. Received eighty (80) additional meters. Installation will begin the week of November 21st. This will leave only one (1) neighborhood with manual read meters.
 - b. The Riley Engineering Report maps have been received and reviewed by the Technical committee.
 - c. Cla-Val repair or replacement evaluation at the Calle Tres Booster Station is ongoing. Bestway Electric will provide pricing for both repair and replacement of the valve with a soft start on the motor.
 - d. Construction of the new fire station will begin soon. The waterline contractor has been provided the District’s specification book. The Fire Department will sign a Line Extension Agreement to replace a 20-foot section of transite pipe with ductile iron. The purpose for the Line Extension Agreement is for Bill of Sale purposes only and is not an ADEQ requirement.
 - C. Technical Advisory Committee – Chair, Bob Hedden
 1. Block 27S Expansion. The Developer has yet to receive the permit. Actual work cannot be initiated without County permitting and our Line Acceptance Agreement. The committee Chair’s estimated timeframe for initial construction may be Q2 2023.
 2. Riley Engineering Study update. Reviewed the following reports:
 - Fire Flow Pass/Fail, Existing System with MDD (min zone pressure = 25 psi)

- Fire Flow Pass/Fail, Existing System with MDD (min zone pressure = 20 psi)
- Pressure, Existing System with Maximum Day Demand (MDD)
- Proposed CIP (Capital Investment Project) Items

The Tech Committee and District have identified two (2) priority capital budget projects: the modification of both the Calle Tres and the Canoa Ranch Booster Stations from temporary to permanent facilities. Riley will be contracted to provide the redesign for both booster stations.

2. FlexNet and SCADA systems updates.

- a. The FlexNet system will become operational once the meter reading software is installed and staff training is complete. Estimated timeframe is Q1 2023.
- b. The SCADA system. The hardware portion is functional. The Technical Committee met with residents of the Alamos subdivision in October and November regarding the SCADA pole antenna at the Cotonia Wellsite. The Committee together with District staff, and 360° RF (the engineering company who conducted the propagation study) have concluded that no alternatives exist which would meet the District's infrastructure requirements. The District also contacted the County to reconfirm that permitting is not required. Therefore, the topic is now closed.

D. Financial Advisory Committee – Chair, John Green

1. Review October 2022 Financials. Net income is \$(118,087). Cash Flow net decrease is \$(122,214). The District budgeted for three (3) main line breaks in this fiscal year, and three (3) main line breaks have occurred. The media exchange has also had an impact on the Budget.
2. 2021-2022 Financial Audit Report update. Clifton, Larsen, and Allen continue to work on the FY2021-2022 Finances. The audit is reviewing the District's Depreciation process. The recent implementation of the new Fixed Assets and Depreciation software module allows for more accurate values for the depreciation of the District's assets. The FY2021-2022 Financial Audit Report will be presented at the December 15th Board meeting.
3. State of Arizona Treasury Investment update. The District submitted the required application to the State in October and expects State approval by the end of November.

3. Call to the Public – Chair, Eric Sullwold. Steven Ball verified that all Directors had reviewed the Letter from Solar Del Viejo HOA, Estates at Alamos dated October 24th, 2022, along with the District's response letter dated November 10th, 2022. The Board had no issues with the District's position regarding the SCADA pole antenna at the Cotonia Wellsite. The Board acknowledged the District will continue to improve communication with its customers to ensure total transparency.

4. Announcements – Luis Rodriguez, Clerk of the Board

- A. The next Technical Advisory Committee meeting is scheduled for Monday, December 12th, 2022, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
- B. The next Board of Directors Meeting is scheduled for Thursday, December 15th, 2022, at 9:00AM.

5. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Bob Hedden Approved: 5/0 Abstain: Chair
 The meeting was adjourned at 9:53AM.

Minutes approved December 15th, 2022.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that the Green Valley Domestic Water Improvement District will hold a Board of Directors meeting which is open to the public on:

**Thursday, December 15th, 2022, at 9:00am
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting via Zoom, please email the District at office@gvwaterdistrict.com to request a meeting invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of November 17th, 2022.
2. General Business
 - A. Financial Advisory Committee – Chair, John Green
 1. FY2021-2022 Financial Audit Report
 2. Review revised October 2022 Financials
 3. Depreciation Schedule
 4. State of Arizona Investment Pool update
 - B. Operations Update – District Manager, Dara Duffy
 1. Monthly Summary
 2. Current Capital Budget
 3. Assigned Tasks
 - C. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for a future Board meeting. If you wish to comment on any agenda item, please complete and submit a speaker card. Speaker cards are available from the Clerk of the Board.
 - D. Administrative – Chair of the Board, Eric Sullwold
 1. Appointment of newly elected Directors: John Green, Eric Sullwold, Hart Krumrine, and George Orndorff.
 2. Election of the Board Chair and Vice Chair positions for 2023.
 3. Resignation of Board Vice Chair, Pat Carlstad
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, January 23rd, 2023, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, January 26th, 2023, at 9:00AM.
5. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, December 15th, 2022**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Robert (Bob) Hedden	Darlene (Dar) Hollingsworth John Green Joseph (Hart) Krumrine
Directors Absent:	George (Dr.) Orndorff	
District Staff Present:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
Public Present:	Jose Martens	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:01AM by Chair, Eric Sullwold
Six (6) Board members were present; therefore, a quorum was announced.
 - Motion to approve the Board Meeting Minutes of November 17th, 2022.
Move: Dar Hollingsworth Second: Pat Carlstad Approved: 5/0 Abstain: Chair
 2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Financial Advisory Committee – Chair, John Green
 1. FY2021-2022 Financial Audit Report. Jose Martens, Manager Assurance, of CliftonLarsenAllen presented their Financial Audit Report for FY2021-2022.
 - a. The Statement of Financial Position Significant Changes was compared to FY2020-2021.
 - i. Total assets were \$11,902,145, reduced over prior year by \$304,256 mainly due to depreciation of fixed assets.
 - ii. Total liabilities were \$7,898,355, reduced over prior year by \$521,902 mainly due to payoff of long-term debt.
 - iii. Total Net Position was \$3,820,991, an increase over prior year due to net income of \$65,694.
 - b. Governance Communications. No significant issues were found.
 - c. Internal Control Communications. No material weaknesses or significant deficiencies were found. The audit team’s recommendations are:
 - i. Account Reconciliations/Audit reviews. The District has addressed this by implementing a quarterly review process.
 - ii. Depreciation of Capital Assets. The District has addressed this with the recent implementation of Sage’s Fixed Assets and Depreciation software module.
- Mr. Martens praised the District staff and Finance Committee for their cooperation, professionalism, and financial record keeping.
2. Review of October 2022 Financials. The increase in Depreciation has increased our operating loss to (\$193,000). The loss is expected to decrease as some assets are fully depreciated by the end of the FY.
 3. Depreciation Schedule. See item 2.B.1.c.i. above.
 4. The State of Arizona Treasury Investment update. The issue which was delaying approval has been resolved. The District should begin investing by the end of December 2022.
- C. Operations Update – District Manager, Dara Duffy
 1. Monthly Operations
 - a. Installation of auto-read meters and MXUs continues. Only one (1) neighborhood remains to be converted. Supply chain issues for both meters and MXUs continues

- to be the issue.
 - b. The new fire station service line and meter fees have been paid. The estimated lead time on materials is 26 weeks.
- 2. Current Capital Budget. The November and December 2022 Capital Budgets will be reviewed at the January 26th, 2023, Board of Directors meeting.
- 3. Assigned Tasks
 - a. The 2021-2022 Financial Audit is complete.
 - b. Received digital copy of final plan set from engineering.
- 4. 2022 Year in Review
 - a. SCADA system is fully installed and is providing outstanding reliability.
 - b. The automated meter reading system is almost complete. One (1) neighborhood of manual-read meters remains. The completion of the project depends on the supplier.
 - c. 6 of our 8 District staff members contracted COVID-19 in June. Customers were provided with seamless services while keeping everyone safe by following office protocols.
 - d. In July, a major storm hit the District. GVWD Headquarters required repairs to window screens, fencing, rolling gates and the block wall. Services were not interrupted.
 - e. Two (2) water main breaks occurred over the summer and fall. Both were resolved quickly with minimal disruption to customers.
 - f. The antenna tower installation at the Cotonia Well site received strong push back from a small group of residents, but a better solution has not been found.
 - g. The last of the old ArsenX filter media was removed and replaced with BayOxide which should provide much more than a 1-year life span.
 - h. We had a good monsoon season which is good news for our aquifer but negatively affected revenues.
- 3. Call to the Public – Chair, Eric Sullwold. No comments.
- 4. Administrative – Chair of the Board, Eric Sullwold
 - A. Appointment of the Directors: John Green, Eric Sullwold, Hart Krumrine. All three (3) Directors were sworn in. George Orndorff was not present and shall be sworn in at the January 26th, 2023, Board of Directors meeting.
 - B. Hart Krumrine has been appointed as Personnel Committee Chair.
 - C. Election of Board Chair and Vice Chair positions for 2023. Nominations were Eric Sullwold for Chair and Dar Hollingsworth for Vice Chair.
- Motion that, by acclamation, Dar Hollingsworth be elected as Board Vice Chair and Eric Sullwold as Board Chair.

Move: Hart Krumrine Second: John Green Approved: 5/0 Abstain: Chair
- 3. Resignation of Pat Carlstad. Chair Eric Sullwold recognized Pat Carlstad for 6 years of dedicated service to GVWD. Pat was a member of the Technical Committee, Chair of the Personnel Committee, as well as Vice Chair of the Board.
- 5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory Committee meeting is scheduled for Monday, January 23rd, 2023, at 8:00AM, immediately followed by the Financial Advisory Committee Meeting.
 - B. The next Board of Directors Meeting is scheduled for Thursday, January 26th, 2023, at 9:00AM.
- 6. Adjournment
- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 5/0 Abstain: Chair

The meeting was adjourned at 9:59AM.

Minutes approved January 26th, 2023.

Green Valley Domestic Water Improvement District